



# MIAMI BEACH

## Announcement of Open Position City of Miami Beach Employees Only

### **STOREKEEPER II**

\$1,167.03 BIWEEKLY SALARY

Open: 03/20/2006 8:30 A.M.

Close: Until Filled

### NATURE OF WORK

Varied manual and responsible clerical and supervisory work in the operation of storage areas in connection with the operation of a warehouse. Skilled painting work at the entry level in the construction, maintenance and repair of city facilities. Supervises and participates in the receiving, unpacking, inspecting, checking, storage and issuance of supplies and equipment. Supervises and participate in the maintenance of perpetual inventories and stock cards. Prepares requisitions for materials. Makes periodic checks on equipment and stock items and submit recommendations of items to order. Checks quantity and quality of goods received for conformity to purchase orders and specifications. Approves invoices of incoming materials. Performs related work as required.

### MINIMUM REQUIREMENTS

Employed by the City for the past six (6) months (part-time will be prorated). Three (3) years experience in stockroom, inventory, or general warehousing work.

### TO APPLY

**Apply in person Monday through Thursday 8:30 a.m. to 5:00 p.m.**

MIAMI BEACH CITY HALL  
Human Resources Department  
3<sup>rd</sup> Floor  
1700 Convention Center Drive  
Miami Beach, FL 33139

**MAILED APPLICATIONS AND FAXES NOT ACCEPTED**

CLASS NO: 4223  
UC NO: XXXXX

EOE/AA/ADA/VET PREF